

23 AUG 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM: Harry E. Fitzwater
Director of Personnel

SUBJECT: Office of Personnel Weekly Report -
Week Ending 22 August 1979

1. We now have a total of 587 persons who have either retired or have signed to go before the end of FY 1979; thus, we have already exceeded the range of estimated retirements originally projected for FY 1979 which was 550 to 575. There also appears to be a good chance that enough additional people will sign to go by 30 September so that we also will exceed the 600 actual retirements which took place in FY 1978. The number of persons who retired under the special retirement options during the period 1 May through 31 July 1979 was less than projected. However, the announcement of the 6.9% cost-of-living increase effective 1 September appears to have triggered enough additional voluntary or optional retirement activity to more than make up for the shortfall under the special retirement option.

Total retirements by fiscal year since the record exodus in FY 1973 are as follows:

	FY 1974 - 614
	FY 1975 - 514
*	FY 1976 - 583
	FY 1977 - 456
	FY 1978 - 600
	FY 1979 - 587 (definite to date)

*Includes the transitional quarter (1 July through 30 September) when we converted to the new 30 September-1 October fiscal year basis. (C)

ORIGINAL CL BY 012752
REVIEW ON 23 August 1985
CONFIDENTIAL WHEN DETACHED
FROM SECRET ATTACHMENT.

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2. Recruitment Advertising - Talk Show: Reaction to the appearance of [REDACTED], Deputy Director of Personnel for Recruitment and Placement, on the Mike Cuthbert Radio Talk Show (WRC-98) Thursday evening, 16 August 1979, appears to be favorable. All people calling in adhered to the ground rule of asking questions only about recruiting and the new ads. (U)

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3. NAPA Project Group:

a. A draft study, Personnel Policy: Approval and Publication of Regulations, was completed this week and is being reviewed by our Plans and Control Staff.

b. Meetings on the following topics were held this week:

- (1) Vacancy Notices
- (2) Occupational Career Systems
- (3) Cost of Personnel Administration
- (4) Establish and Strengthen OP Authorities
- (5) Define Roles and Responsibilities

(U/AIUO)

4. Project Opportunity: We have completed arrangements to enter on duty this year's Project Opportunity applicants. EOD orientation has been set for Thursday, 6 September 1979, to be followed by the Office of Security orientation on Friday, 7 September. The following Monday, 10 September, the new employees will report to the Office of Personnel Management for three weeks of training in basic office skills. On Monday, 1 October, they will return to the Agency for badging and a tour of the Headquarters Building. After testing and further briefings, we expect to begin assigning them to their offices by Wednesday, 3 October. We have contacted 13 fully cleared applicants to date and 12 have accepted our offer. We hope to enter on duty a total of 20 out of the 48 who were placed in process. (U/AIUO)

5. Sign Language Capability: A meeting was held on 14 August 1979 with employees with sign language capability who have volunteered to act as interpreters in counseling or interview sessions, if needed. They were shown the film, A Different Approach, and asked to determine if their skill was good enough to interpret the film for Agency hearing impaired employees during National Employ the Handicapped Week. They all agreed that it was an excellent film but,

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regretfully, none of them felt their skill was advanced enough to provide this service. Consequently, a professional interpreter will have to be hired for this purpose. (U)

6. Special Briefings: The ADD/NEAC and members of his staff were briefed on 20 August 1979 concerning the promotion projections for their Directorate. (U)

7. Education Aid Fund: A special Educational Aid Fund Awards Ceremony was held Tuesday, 21 August, at 10:00 a.m. in the DCI Conference Room. Family members, friends, members of the Board of Trustees and Selection Committee were present to honor the winners. Those present to receive their awards were [redacted] (Wisner Award - \$2,500), [redacted] (McCone Award - \$2,000), and [redacted] (Baird Award - \$2,000). The White Award co-winners, [redacted] could not attend the ceremony. Their checks for \$2,000 will be mailed to them. Others approved for educational assistance have been sent letters of notification. (C)

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9. Suggestion Systems: [redacted] in his role as Advisor, National Capital Chapter, National Association of Suggestion Systems, was invited to the Semi-Annual Luncheon of the Department of the Navy's Command and Bureau level Incentive Awards Administrator. Representatives of the Office of Personnel Management also attended. [redacted] furnished copies of our new handout, Turn Imagination Into Winning Suggestions, which the group of about 25 officers said they appreciated receiving. (U)

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10. Athletic Activities: On Thursday, 9 August 1979, Mr. Louis Mertens, Manager, and Ms. Trudy Beard, Athletic Director, of the Foreign Affairs Recreation Association visited EAA's Fitness Room, Running Track, Store and

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Softball/Basketball/Volleyball complex. They were impressed with our low injury rate for softball and intend to incorporate some of our rules into their next year's rules. (U)

11. Suggestions: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 71. (U)

12. Rehired Annuitants: See attached report. (U)

COMING EVENTS:

(1) NAPA Project Group:

a. Preliminary drafts on the following topics should be completed by the NAPA Project Group next week:

- (1) Vacancy Notices
- (2) Occupational Career Systems

b. Fact finding, research and analysis on the following topics will continue next week by the NAPA Project Group:

- (1) Establish and Strengthen OP Authorities
- (2) Define Roles and Responsibilities
- (3) Clarify Rotational Assignment Policy

(U/AIUO)

25X1Aved For R (2) Recruitment: Deputy Director of Personnel for Recruitment and Placement, is scheduled for a five minute live news program at 10:00 a.m., 23 August 1979, on WXYZ, Detroit.

Harry E. Fitzwater

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WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT
ACTIVITIES FOR THE AGENCY (15 to 21 August 1979)

The following rehired civilian annuitant cases were processed
as new hires:

DDA

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[REDACTED]

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Independent Contractor,
OTR, effective 13 August
1979 (U)

DDO

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[REDACTED]

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Contract Employee, IAD,
effective 14 August 1979 (S)

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[REDACTED]

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Independent Contractor,
OD&E, effective 8 August
1979 (C)

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